

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
SPECIAL INVESTIGATOR (GENERAL)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list

**Location:** Department of Consumer Protection, 165 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** 2181

**Hours:** Full-Time, 40

**Salary:** AR 21 (\$57,997 - \$73,242) **NEW HIRES TO STATE EMPLOYMENT START AT THE MINIMUM**

**Closing Date:** January 24, 2014

**Eligibility Requirement:** The position will be assigned to the Frauds Division. The preferred candidate will have experience in leading and conducting fraud investigations, particularly as they relate to unfair trade practices; experience in leading and conducting governmental investigations; experience in administrative hearings and/or courtroom litigation, especially with regard to preparing cases for hearings presentation and in testifying; experience analyzing financial business records; experience with online and database searches; educational background in criminal justice, law, business or economics; experience in being a member of project teams in various roles and experience in project management, advanced knowledge of and a high level of competency in Word and Excel and familiarity with PowerPoint and Access.

Candidates must have applied for and passed the Special Investigator (General) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills.

**General Experience:** Five (5) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

**Special Experience:** College training in consumer protection, health care, law enforcement or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

**Substitution Allowed:** A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**Special Requirements:**

1. Incumbents in this class may be required to be a Notary Public.
2. Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: [http://das.ct.gov/HR/Forms/CT-HR12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf)) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources  
DAS / SmART-HR  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106  
Confidential Fax: (860) 622-2968 (preferred method)  
Email: linda.shackett-blue@ct.gov

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.